

Membership from June 2020

Councillor Anderson
Councillor Appleby
Councillor Borda (Vice Chairman)
Councillor Bowen
Councillor De'Ath (Chairman)
Councillor Drummond
Councillor Fitzgerald
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor Kerby
Councillor O'Neill
Mrs Philippa Winter (non-council)
Councillor Yarrow



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket Suffolk CB8 8JP

You are hereby summoned to attend a meeting of the
COMMUNITY & LEISURE SERVICES COMMITTEE to be held at
on **Monday 2nd November 2020 at 7pm**

A G E N D A

The meeting is held on the online Zoom platform, no special software is required.

The link to join the meeting is as follows:

<https://us02web.zoom.us/j/82804887872?pwd=RWdsamE1Z0lOc3l6Vk1qVWNscDI4Zz09>

Or by telephone: +442034815240 / Meeting ID: 828 0488 7872 & password: 296230

The meeting will be conducted in the usual way with one person speaking at a time, those wishing to speak putting their hands up and the Mayor determining whose turn it is to speak. Voting will be orally, by roll call. Occasionally matters relating to contractual or staffing issues have to be held in the confidential part of the meeting.

The meeting is open to the public who are encouraged to join and participate at the appropriate time

Members of the public and press may not report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The meeting will be recorded. Any member of the public in attendance who does not wish to be included in the recording can disable their video although this would prohibit their ability to participate in the meeting at the appropriate time.

- 1) **CHAIR TO ANNOUNCE** that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak
- 2) **APOLOGIES** for absence.
- 3) **DECLARATION OF MEMBERS' INTERESTS** & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members' Dispensation.
- 4) **MINUTES** - To receive and confirm for accuracy the Minutes of the Community and Leisure Services Meeting held on 5th October 2020 and any matters arising.
- 5) **Public participation** – The meeting is adjourned to enable members of the public to make representations, ask questions and give evidence in respect of business being transacted at the meeting and about any other matter for which the Council has a responsibility or which affects the Town. No person may speak on more than two items and in total for no longer than 3 minutes. Resolutions can only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention. Maximum time permitted 15 minutes. *This is the only opportunity during the meeting, for members of the public to address Councillors.*
- 6) **ACCOUNTS** – To receive the accounts for Community and Leisure for the previous month (to follow)
- 7) **BUDGET PROPOSAL** – To receive a proposal from the Budget Working Group for the Community & Leisure Committee budget 20/21 (herewith)

To: Chairman and Members of Community & Leisure Services Committee, Other Council Members, The Press

8) NEWMARKET VENUES –

- a) To receive and approve Town Council venue hire charges for 2021/2022 (herewith)
- b) To review and approve the Terms and Conditions for hire of Town Council venues (herewith)

9) CEMETERY MATTERS

- a) To receive quotations for the cemetery gate automation (herewith)
- b) To consider other cemetery matters and authorise any actions (to follow)

10) MEMORIAL GARDENS

- a) Play Area Report – To receive the monthly inspection report for September 2020 (to follow)
- b) To receive an update regarding play area improvements (verbal report)
- c) To receive quotes for tree work in the Memorial Gardens (herewith)

11) CLOCK TOWER PROJECT – To receive an update and consider any actions

12) MARKET – To receive a report and authorise any actions (herewith)

13) PLANTING RECYCLING – To discuss the recycling of plant wastage (verbal report)

14) CORRESPONDENCE

15) DATE OF NEXT MEETING – Monday 7th December 2020

16) ITEMS FOR THE NEXT AGENDA

Signed *D. Baines*

Debbie Baines, Town Clerk

27th October 2020



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee Held on Monday 5th October 2020 at 7:00 pm via Zoom

Attendance:

Councillor J Borda (Chairman)
Councillor A Appleby
Councillor M Anderson
Councillor A Drummond
Councillor Y Fitzgerald
Philippa Winter

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor C O'Neill
Councillor K Yarrow

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker - RFO, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, , 1 Member of the Press and 4 Members of the Public.

Minute	Action by
CL/20/10/1 <u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and announced that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak.	
CL/20/10/2 <u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllr De'Ath. Cllr Bowen was absent.	
CL/20/10/3 <u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION</u> Cllr Borda declared a nonpecuniary interest should any matters relating to the SOS Bus be considered under Item 16.	
CL/20/10/4 <u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE COMMUNITY AND LEISURE SERVICES COMMITTEE MEETING HELD ON MONDAY 7TH SEPTEMBER 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Community and Leisure Services Committee meeting held on 7th September 2020 and the following was agreed: <u>CL/20/10/4.01 Resolved</u> That the minutes of the Community and Leisure Services Committee meeting held on 7th September 2020 be adopted and signed as a true record by the Chairman of the Community and Leisure Services	

Committee.

There were no matters arising.

- CL/20/10/5 PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION**

None noted.

- CL/20/10/6 TO RECEIVE THE ACCOUNTS FOR SEPTEMBER 2020**

The accounts for September 2020 were received and noted.

- CL/20/10/7 WEST SUFFOLK SLA**

Philippa Winter gave a report of a site visit with West Suffolk looking at the town in general which had been satisfactory on the whole. Regular visits would be conducted going forward. Responsibilities for grass cutting and weeding were discussed, however West Suffolk had stopped spraying weeds last year and she had requested that it be resumed in the spring. She asked the District Cllrs to support the request however, there was little support for using harmful chemical sprays. Members were advised that the RHA could supply an environmental solution and further enquiries would be made.

- CL/20/10/8 SAKURA CHERRY TREES**

Philippa Winter advised that 100 cherry trees would be delivered in November, a proportion of which would be donated to the Town Council. The proposed locations on NTC land were identified as the Birdcage Walk, Cemetery, Memorial Gardens, St Marys Churchyard and the War Memorial. A request was made that Freshfield be included in the planting plans. Future maintenance was considered and the following was agreed:

CL/20/10/8.01 Recommendation

That the proposed locations on NTC land for the donated Sakura Cherry trees to be planted be accepted.

- CL/20/10/9 DRAFT BUDGET PROPOSAL 2021/2022**

It was noted that a detailed review of the budget was required and the following was agreed:

CL/20/10/9.01 Recommendation

That a Working Group be set up comprising of Cllrs De'Ath, Jefferys, Borda, Kerby and Philippa Winter with a remit to look at the draft budget for 2021/2022 in detail.

- CL/20/10/10 CEMETERY**

Flint work on the Cemetery wall 2020/2021 – the recommendations in the report to use earmarked reserves for additional work for repairs to the wall this year were considered and the following was agreed:

CL/20/10/10.01 Recommendation

That funds in EMR 330 to the value of £4050 be used to carry out 10 days further flint-wall works in the Cemetery.

Town Clerk advised that there had been some minor vandalism to a gate at the Cemetery and this would be repaired. Quotes for automatic gates were awaited and the use of green fabric was being looked at as a temporary measure for new graves to avoid astro-turf being used to cover the bare soil.

CL/20/10/11 MEMORIAL GARDENS

Monthly Play Area Inspection – was not carried out due to the site being closed for an upgrade to the play equipment, the reports would however be a regular agenda item at future meetings.

Update on Play Area Improvements – the Canopy for the sensory wall had been installed however, the wall is not in use due to Covid-19 restrictions and signs were requested to explain this.

A quote to install the anti-social measures on the castle was considered and the following was agreed:

CL/20/10/11.01 Recommendation

That the quote from Pro-Scape for £500 to install anti-social measures on the castle in the Memorial Gardens be accepted.

Options for the zip wire launch pad were being looked at.

CL/20/10/12 REMEMBRANCE SUNDAY

The Events Manager advised that there would be a small service to lay wreaths at the War Memorial by invited attendees only. There would be no parade or service at Tattersalls this year. Any public attending would need to be socially distanced and remain outside of the War Memorial garden. The short service will start at 2:00pm on Sunday 8th November and will be broadcast on social media.

CL/20/10/13 BILL TUTTE MEMORIAL

RFO presented a report on replacing the two damaged bollards and the following was agreed:

CL/20/1/13.01 Recommendation

That the quote from Meads Construction of £1,600 +VAT to replace and install the two damaged bollards. That an insurance claim be registered for bollard one and a full claim be made against Parcelforce for bollard two.

CL/20/10/14 COUNCIL SERVER ROOM

The Ellis Whittam risk assessment had highlighted that the server room is too hot in the summer and quotes for air-conditioning were considered. The

following was agreed:

CL/20/10/14.01 Recommendation

That the quote from Airway to install air conditioning in the server room for £1,786+VAT with a 7-year warranty be accepted.

CL/20/10/15 ADDITIONAL PEDESTRIAN CROSSING

A proposal was made to refer this item to the NNP Committee and the following was agreed:

CL/20/1/15.01 Recommendations

That the item for additional pedestrian crossings be referred to the NNP Committee to set up a Working Group to agree a remit for taking this work forward.

CL/20/10/16 SEVERALS PAVILION

The Working Group report was presented and discussed in detail. The following was agreed:

CL/20/10/16.01 Recommendation

That the recommendations in the report be accepted subject to consultation with the Jockey Club regarding proposals for a trim trail.

CL/20/10/17 CLOCK TOWER PROJECT

Philippa Winter advised that the design and installation contract had been put out to tender to 3 companies and quotes were awaited.

CL/20/10/18 CHRISTMAS LIGHTING AND INFRASTRUCTURE

Town Clerk advised that confirmation of dates for a crane to install the Christmas tree was awaited and that otherwise all was in hand. As the last year of the current contract, new quotes would be sought next year.

CL/20/10/19 HISTORY TRAIL

This item was deferred to receive a report.

CL/20/10/20 PARKING AT ST MARY'S SQUARE

The West Suffolk plan to install picket fencing at St Mary's Square was discussed and the costs were noted. Other options were suggested e.g. a hedge, tree planting, changing the dropped curb and parking enforcement. West Suffolk will put up no parking signs in the first instance and further advice would be sought. An item would be added to the NNP agenda to receive feedback from a meeting with West Suffolk.

CL/20/10/21 VIRTUAL TOWN CRYING COMPETITION

The virtual Town Crying competition was considered and the following was agreed:

CL/20/10/21.01 Recommendation

That NTC hosts a virtual Town Crying competition subject to it requiring

the minimal use of staff resources, with the Mayor and Deputy Mayor being part of the judging panel.

CL/20/10/22 CORRESPONDENCE

Town Clerk advised that the Oktober Festival had found an alternative venue for their event.

A request for a memorial tree to be planted in Birdcage Walk was considered and Town Clerk would ask them to consider the Cemetery, as was usual practice.

CL/20/10/23 DATE OF NEXT MEETING

Monday 2nd November 2020 via Zoom.

CL/20/10/24 ITEMS FOR NEXT AGENDA

- History Trail
- Clock Tower project
- Market update

Meeting closed at 8:40pm

Signed _____ Date _____

		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021	2020/2021	2021/2022	% change	Notes
		Budget	Spend	Budget	Spend	Budget	Year To Date	Proposed Draft Budget		
200	Outside Services									
4029	General Equipment	£ 500.00	£ 255.00	£ 500.00	£ 482.00	£ 500.00	£ 302.00	£ 500.00	0%	
4039	Vehicle Costs	£ 4,200.00	£ 706.00	£ 4,200.00	£ 951.00	£ 4,200.00	£ 658.00	£ 5,000.00	19%	New Van, Elec Charger bal.to EMR Vehicles
4095	Assets Purchased					£ -	£ 2,625.00	£ -		
4326	Outside Services SLA	£ 67,515.00	£ 69,811.00	£ 79,891.00	£ 70,915.00	£ 72,716.00	£ 18,012.00	£ 74,878.00	3%	
	OverHead Expenditure	£ 72,215.00	£ 70,772.00	£ 84,591.00	£ 72,348.00	£ 77,416.00	£ 21,597.00	£ 80,378.00	4%	
1174	SCC Grants Received					£ -	£ 2,625.00	£ -		
	Total Income					£ -	£ 2,625.00	£ -		
201	General Town Planting									
4100	Seasonal Planting	£ 3,000.00	£ 1,628.00	£ 3,000.00	£ 3,509.00	£ 3,000.00	£ 1,619.00	£ 3,300.00	10%	to allow for inc planting as discussed by council
4101	Hanging Baskets	£ 7,000.00	£ 8,714.00	£ 3,000.00	£ 3,783.00	£ 4,000.00	£ -	£ 4,300.00	8%	
4102	Other Planting Expenses	£ 50.00	£ -	£ 50.00	£ 42.00	£ 50.00	£ 50.00	£ -	-100%	
	OverHead Expenditure	£ 10,050.00	£ 10,342.00	£ 6,050.00	£ 7,334.00	£ 7,050.00	£ 1,619.00	£ 7,600.00	8%	
1007	Hanging Baskets Sponsorship Income	£ 5,100.00	£ 5,770.00	£ 4,750.00	£ 4,830.00	£ 4,750.00	£ -	£ 5,200.00	9%	
1009	Roundabout Sponsorship	£ 5,000.00	£ 5,293.00	£ 5,200.00	£ 5,368.00	£ 5,200.00	£ -	£ 5,200.00	0%	
1100	Grants Received	£ 2,395.00	£ -	£ -	£ -	£ -	£ -	£ -		
	Total Income	£ 12,495.00	£ 11,063.00	£ 9,950.00	£ 10,198.00	£ 9,950.00	£ -	£ 10,400.00	5%	
202	Cemetery									
4011	Rates	£ 1,948.00	£ 2,698.00	£ 3,036.00	£ 3,036.00	£ 3,100.00	£ 1,772.00	£ 3,700.00	19%	re-align after previous under-budgeting
4012	Water Rates	£ 350.00	£ 230.00	£ 355.00	£ 281.00	£ 250.00	£ 611.00	£ 1,000.00	300%	re-align after previous under-budgeting
4014	Electricity	£ 2,200.00	£ 551.00	£ 2,233.00	£ 430.00	£ 1,600.00	£ 148.00	£ 1,600.00	0%	
4016	Cleaning	£ -	£ -	£ -	£ 133.00	£ 100.00	£ 45.00	£ 100.00	0%	
4017	Fire Precautions	£ 150.00	£ 35.00	£ 152.00	£ 30.00	£ 152.00	£ -	£ 155.00	2%	
4019	New IT System/Hardware	£ -	£ 53.00	£ -	£ -	£ -	£ -	£ -		
4035	Equipment	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	0%	
4036	R&M - Buildings	£ 8,000.00	£ 733.00	£ 2,000.00	£ 248.00	£ 2,000.00	£ -	£ 2,000.00	0%	
4037	R&M - Grounds	£ 1,000.00	£ 13,094.00	£ 16,500.00	£ 21,784.00	£ 16,500.00	£ 18,308.00	£ 20,000.00	21%	creation of hardstanding area for skips
4040	Trade Refuse Collections	£ 1,500.00	£ -	£ 1,500.00	£ -	£ -	£ -	£ 1,500.00	new	
4047	Grave Digging	£ 13,000.00	£ 11,216.00	£ 13,500.00	£ 10,655.00	£ 12,000.00	£ 2,896.00	£ 11,500.00	-4%	
4084	Commemorative Bench Cemetery	£ 1,000.00	£ -	£ -	£ -	£ -	£ -	£ -		
4325	Cemetery SLA	£ 8,880.00	£ 9,182.00	£ 9,240.00	£ 10,071.00	£ 10,071.00	£ 2,558.00	£ 10,540.00	5%	
4995	Budgeted Reserve Amount	£ 5,000.00	£ -	£ -	£ -	£ 3,000.00	£ -	£ 3,000.00	0%	
	OverHead Expenditure	£ 43,228.00	£ 36,690.00	£ 48,716.00	£ 46,668.00	£ 48,973.00	£ 26,338.00	£ 55,295.00	13%	
1000	Burial Fees	£ 24,000.00	£ 28,050.00	£ 30,000.00	£ 33,350.00	£ 29,000.00	£ 7,630.00	£ 29,000.00	0%	
1020	Interment Income	£ 10,000.00	£ 3,830.00	£ 7,500.00	£ 3,000.00	£ 6,000.00	£ -	£ 4,000.00	-33%	
1021	Monumental Income	£ 11,000.00	£ 5,705.00	£ 4,500.00	£ 6,648.00	£ 5,000.00	£ 335.00	£ 4,000.00	-20%	reduction to more realistic budget on income
1022	Grave Space Purchase Income	£ 12,200.00	£ 13,500.00	£ 16,000.00	£ 20,261.00	£ 16,000.00	£ 2,793.00	£ 12,000.00	-25%	
1029	Income Commemorative Bench	£ 1,050.00	£ 1,050.00	£ 1,066.00	£ 1,091.00	£ 1,500.00	£ 1,080.00	£ 1,500.00	0%	
	Total Income	£ 58,250.00	£ 52,135.00	£ 59,066.00	£ 64,350.00	£ 57,500.00	£ 11,838.00	£ 50,500.00	-12%	

203	Disused Churchyards									
4037	R&M - Grounds	£ 1,500.00	£ 261.00	£ 4,000.00	£ 4,412.00	£ 4,000.00	£ -	£ 4,000.00	0%	
4995	Budgeted Reserve Amount	£ -	£ -		£ -	£ 1,000.00	£ -	£ 1,000.00	0%	
4996	Tfr from Earmarked Reserves	£ 3,000.00	£ -		£ -	£ -		£ -		
	OverHead Expenditure	£ 4,500.00	£ 261.00	£ 4,000.00	£ 4,412.00	£ 5,000.00	£ -	£ 5,000.00	0%	
204	Memorial - Tutte, War & Cooper									
1014	Electricity	£ -	£ 78.00	£ 100.00	£ 64.00	£ 100.00	£ 44.00	£ 100.00	0%	
4036	R&M - Buildings	£ 500.00	£ 950.00	£ 500.00	£ 14.00	£ 500.00	£ -	£ 500.00	0%	
4037	R&M - Grounds	£ 7,000.00	£ 3,794.00	£ -	£ 7,193.00	£ 500.00	£ -	£ 1,000.00	100%	probable ongoing cleaning costs
4995	Budgeted Reserve Amount	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
	OverHead Expenditure	£ 7,500.00	£ 4,822.00	£ 600.00	£ 7,271.00	£ 1,100.00	£ 44.00	£ 1,600.00	45%	
1005	Misc Income	£ -	£ 950.00	£ -	£ -	£ -	£ -	£ -		
	OverHead Income	£ 7,500.00	£ 5,772.00	£ -	£ -	£ -	£ -	£ -		
205	Clocks									
4014	Electricity	£ 300.00	£ 158.00	£ 300.00	£ 238.00	£ 200.00	£ 30.00	£ 250.00	25%	
4036	R&M - Buildings	£ -	£ 404.00	£ 500.00	£ -	£ 500.00	£ 140.00	£ 500.00	0%	
4177	Clock Tower Expenses	£ 1,200.00	£ 1,302.00	£ 700.00	£ 1,210.00	£ 1,400.00	£ 660.00	£ 1,400.00	0%	
4995	Budgeted Reserve Amount	£ -	£ -	£ -	£ -	£ 1,000.00	£ -	£ 1,000.00	0%	
	OverHead Expenditure	£ 1,500.00	£ 1,864.00	£ 1,500.00	£ 1,448.00	£ 3,100.00	£ 830.00	£ 3,150.00	2%	
206	Bus Shelters									
4036	R&M - Buildings	£ 500.00	£ 630.00	£ 1,500.00	£ 3,989.00	£ 1,500.00	£ -	£ 1,500.00	0%	
4995	Budgeted Reserve Amount	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
	OverHead Expenditure	£ 500.00	£ 630.00	£ 1,500.00	£ 3,989.00	£ 1,500.00	£ -	£ 1,500.00	0%	
207	General Town Maintenance									
4037	R&M - Grounds	£ -	£ -	£ -	£ 529.00	£ 500.00	£ -	£ -	-100%	
4092	Infrastructure	£ 2,500.00	£ 87.00	£ 2,500.00	£ -	£ 2,500.00	£ -	£ 2,500.00	0%	poss benches upgrade
4108	Town Centre Regeneration	£ 15,000.00	£ 4,544.00	£ 8,000.00	£ -	£ 8,000.00	£ -	£ 8,000.00	0%	
4140	Dog Waste Collection/Disposal	£ 800.00	£ -	£ 812.00	£ 616.00	£ 812.00	£ 794.00	£ 850.00	5%	
4995	Budgeted Reserve Amount	£ 1,000.00	£ -	£ -	£ -	£ 1,000.00	£ -	£ 1,000.00	0%	
	OverHead Expenditure	£ 19,300.00	£ 4,632.00	£ 11,312.00	£ 1,145.00	£ 12,812.00	£ 794.00	£ 12,350.00	-4%	
1100	Grants Received			£ -	£ 2,455.00	£ -	£ -	£ -		
	Total Income			£ -	£ 2,455.00	£ -	£ -	£ -		
208	Public Conveniences									
4011	Rates	£ 1,700.00	£ 1,416.00	£ 1,121.00	£ 1,448.00	£ 1,472.00	£ 1,472.00	£ 1,520.00	3%	

4012	Water Rates	£ 150.00	-£ 218.00	£ 152.00	£ 51.00	£ 152.00	£ -	£ 152.00	0%	
4014	Electricity	£ 600.00	£ 61.00	£ 609.00	£ 349.00	£ 260.00	£ 159.00	£ 400.00	54%	re-align after previous under-budgeting
4016	Cleaning	£ -	£ 120.00	£ -	£ 265.00	£ 300.00	£ -	£ 300.00	0%	
4036	R&M - Buildings	£ 500.00	£ 142.00	£ 508.00	£ 872.00	£ 900.00	£ 8.00	£ 900.00	0%	
4044	Public toilet cleansing	£ -	£ -	£ 600.00	£ -	£ -	£ -	£ 100.00	new	
4046	Public Toilet Opening and closing	£ -	£ 760.00	£ -	£ 1,490.00	£ 2,000.00	£ 160.00	£ 2,400.00	20%	Abbey Security
	OverHead Expenditure	£ 2,950.00	£ 2,281.00	£ 2,990.00	£ 4,475.00	£ 5,084.00	£ 1,799.00	£ 5,772.00	14%	
1005	Misc Income	£ -	£ 200.00	£ -	£ -	£ -	£ -	£ -		
1100	Grants Received	£ 3,000.00	£ 3,300.00	£ 3,300.00	£ 3,300.00	£ 3,300.00	£ -	£ 3,300.00	0%	WSC
	Total Income	£ 3,000.00	£ 3,500.00	£ 3,300.00	£ 3,300.00	£ 3,300.00	£ -	£ 3,300.00	0%	
211	The Queens Statue									
4012	Water Rates	£ 200.00	£ -	£ 203.00	£ -	£ 203.00	£ -	£ 200.00	-1%	
4014	Electricity	£ 1,000.00	£ -	£ 300.00	£ -	£ 300.00	£ -	£ 300.00	0%	
4037	R&M - Grounds	£ 3,000.00	£ 400.00	£ 1,000.00	£ 350.00	£ 1,000.00	£ 62.00	£ 1,000.00	0%	
	OverHead Expenditure	£ 4,200.00	£ 400.00	£ 1,503.00	£ 350.00	£ 1,503.00	£ 62.00	£ 1,500.00	0%	
215	Allotments									
4037	R&M - Grounds	£ 1,500.00	£ 665.00	£ -	£ -	£ 1,500.00	£ 106.00	£ 1,500.00	0%	
	OverHead Expenditure	£ 1,500.00	£ 665.00	£ -	£ -	£ 1,500.00	£ 106.00	£ 1,500.00	0%	
1010	Allotment Fees	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ -	£ 900.00	0%	
	Total Income	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ -	£ 900.00	0%	
220	Studlands									
4045	Street Lighting - Enerby fees & Maint Cont	£ 10,000.00	£ 10,048.00	£ 13,500.00	£ 12,864.00	£ 15,500.00	£ -	£ 15,500.00	0%	
4052	Street Lighting - Repair	£ 1,500.00	£ -	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	0%	
	OverHead Expenditure	£ 11,500.00	£ 10,048.00	£ 14,500.00	£ 12,864.00	£ 16,500.00	£ -	£ 16,500.00	0%	
308	Christmas									
4310	Christmas Lights	£ 15,000.00	£ 16,504.00	£ 11,207.00	£ 11,207.00	£ 12,000.00	£ 11,207.00	£ 15,500.00	29%	Xmas new contract
4811	CP - Christmas Lights Infrast	£ 3,000.00	£ 3,640.00	£ 12,793.00	£ 10,370.00	£ 10,000.00	£ -	£ 10,000.00	0%	
4995	Budgeted Reserve Amount	£ -	£ -	£ -	£ -	£ 1,000.00	£ -	£ 1,000.00	0%	
	OverHead Expenditure	£ 18,000.00	£ 20,144.00	£ 24,000.00	£ 21,577.00	£ 23,000.00	£ 11,207.00	£ 26,500.00	15%	
309	Newmarket Bombing Memorial									
4099	Contribution to overall costs	£ -	£ -	£ -	£ -	£ 1,000.00	£ -	£ -	-100%	
	OverHead Expenditure					£ 1,000.00	£ -	£ -	-100%	
	Expenditure	£ 196,943.00	£ 163,551.00	£ 201,262.00	£ 183,881.00	£ 205,538.00	£ 64,396.00	£ 218,645.00	6%	
	Income	£ 74,645.00	£ 67,598.00	£ 73,216.00	£ 81,203.00	£ 71,650.00	£ 14,463.00	£ 65,100.00	-9%	
	Net Expenditure	£ 122,298.00	£ 95,953.00	£ 128,046.00	£ 102,678.00	£ 133,888.00	£ 49,933.00	£ 153,545.00	15%	£19,657.00 increase from previous year's committee budget

Item 7

		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021	2020/2021	2021/2022	% change	
		Budget	Spend	Budget	Spend	Budget	Year to Date	Proposed Draft Budget		
120	Memorial Hall									
4011	Rates	£ 7,000.00	£ 5,760.00	£ 5,892.00	£ 5,892.00	£ 6,000.00	£ 2,993.00	£ 6,170.00	3%	
4012	Water Rates	£ 3,000.00	£ 2,045.00	£ 4,700.00	£ 6,039.00	£ 5,000.00	£ 420.00	£ 5,000.00	0%	
4014	Electricity	£ 5,000.00	£ 1,495.00	£ 4,000.00	£ 5,014.00	£ 5,000.00	£ 1,293.00	£ 5,000.00	0%	
4015	Gas	£ 6,000.00	£ 7,295.00	£ 4,500.00	£ 6,435.00	£ 6,000.00	£ 2,320.00	£ 6,000.00	0%	
4016	Cleaning	£ -	£ 913.00	£ -	£ 3,220.00	£ 7,000.00	£ 2,162.00	£ 7,000.00	0%	
4017	Fire Precautions	£ 500.00	£ 449.00	£ 510.00	£ 240.00	£ 510.00	£ 481.00	£ 510.00	0%	
4036	R&M - Buildings	£ 11,000.00	£ 16,531.00	£ 11,000.00	£ 11,054.00	£ 15,480.00	£ 1,289.00	£ 12,000.00	-22%	
4038	Furniture/Fixtures/Fittings	£ 3,150.00	£ 3,184.00	£ 2,500.00	£ 666.00	£ 2,500.00	£ -	£ 2,500.00	0%	
4040	Trade Refuse Collections	£ 1,600.00	£ 1,594.00	£ 1,632.00	£ 1,660.00	£ 1,700.00	£ 1,771.00	£ 1,950.00	15%	
4044	Public Toilet Cleansing	£ 650.00	£ 218.00	£ -	£ -	£ 200.00	£ -	£ 200.00	0%	
4078	Refreshment Costs Hall Hire	£ 1,200.00	£ 2,716.00	£ 1,224.00	£ 829.00	£ 800.00	£ -	£ 800.00	0%	
4080	PWLB Loan Charges (CAP + IN	£ 68,000.00	£ 67,990.00	£ 88,919.00	£ 89,878.00	£ 88,919.00	£ 44,932.00	£ 89,864.00	1%	
4995	Budgeted Reserve Amount	£ -	£ -	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00	0%	
	OverHead Expenditure	£ 107,100.00	£ 107,200.00	£ 124,877.00	£ 130,927.00	£ 141,109.00	£ 57,661.00	£ 138,994.00	-1%	
1001	Hall Hire Standard Rate	£ 35,000.00	£ 15,534.00	£ 35,000.00	£ 19,334.00	£ 20,000.00	£ 3,385.00	£ 7,000.00	-65%	allowing for projected reduction in bookings in 2021
1003	Banner Income	£ -	£ 100.00	£ -	£ -	£ -	£ -	£ -		
1016	Refreshments Income	£ 6,000.00	£ 2,946.00	£ 6,120.00	£ 1,319.00	£ 1,000.00	£ -	£ 500.00	-50%	allowing for projected reduction in bookings in 2021
	Total Income	£ 41,000.00	£ 18,580.00	£ 41,120.00	£ 20,653.00	£ 21,000.00	£ 3,385.00	£ 7,500.00	-64%	
301	Arts									
4440	Costs - Childrens' Events	£ 2,000.00	£ 2,940.00	£ 2,690.00	£ 3,250.00	£ 3,350.00	£ -	£ 3,500.00	4%	
4443	Costs - Tea Dance	£ 1,600.00	£ 2,272.00	£ 1,624.00	£ 1,774.00	£ 1,624.00	£ -	£ 1,800.00	11%	provision for unexpected reinstatement of tea dance
	OverHead Expenditure	£ 3,600.00	£ 5,212.00	£ 4,314.00	£ 5,024.00	£ 4,974.00	£ -	£ 5,300.00	7%	
1043	Income - Tea Dance	£ 1,600.00	£ 1,704.00	£ 1,550.00	£ 1,816.00	£ 1,550.00	£ -	£ -	-100%	it is likely that this event will not take place for the majority of year
1101	Donations Received	£ -	£ -	£ -	£ 150.00	£ -	£ -	£ -		
1174	SCC Grants Received	£ -	£ -	£ -	£ 650.00	£ -	£ -	£ -		
	Total Income	£ 1,600.00	£ 1,704.00	£ 1,550.00	£ 2,616.00	£ 1,550.00	£ -	£ -	-100%	
302	Winter Event									
4453	Cost of Winter Event	£ -	£ -	£ 11,000.00	£ 7,163.00	£ 9,000.00	£ -	£ 11,000.00	22%	2021 winter event - catering for possible lack of usual sponsorship
	Overhead Expenditure	£ -	£ -	£ 11,000.00	£ 7,163.00	£ 9,000.00	£ -	£ 11,000.00	22%	
1059	Income - Winter Event	£ -	£ -	£ 5,000.00	£ 158.00	£ 3,000.00	£ -	£ 3,000.00	0%	
	Donations Received	£ -	£ -	£ -	£ 1,250.00	£ -	£ -	£ -		
	Total Income	£ -	£ -	£ 5,000.00	£ 1,408.00	£ 3,000.00	£ -	£ 3,000.00	0%	
303	Entertainment									
4094	Market Event	£ 10,000.00	£ 8,135.00	£ -	£ -	£ -	£ -	£ -		
4096	Purple Tuesday	£ -	£ 310.00	£ -	£ 876.00	£ 500.00	£ -	£ -	-100%	
4098	Soapbox Derby	£ -	£ -	£ -	£ 23,431.00	£ -	£ 200.00	£ 10,000.00		
4179	Entertainment	£ -	£ -	£ 4,000.00	£ 121.00	£ 6,000.00	£ 30.00	£ 5,000.00	-17%	increase to cater for possible community events over 2021/22
	OverHead Expenditure	£ 10,000.00	£ 8,445.00	£ 4,000.00	£ 24,428.00	£ 6,500.00	£ 230.00	£ 15,000.00	131%	
1172	Soapbox Derby - Income	£ -	£ -	£ -	£ 22,619.00	£ -	£ -	£ 10,000.00		
1174	Grants Received	£ -	£ 500.00	£ -	£ -	£ -	£ -	£ -		
	Total Income	£ -	£ 500.00	£ -	£ 22,619.00	£ -	£ -	£ 10,000.00		
304	Tourism									
4311	Christmas Tree	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	0%	
4320	Legends of the Turf	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	£ -	£ -	-100%	
	OverHead Expenditure	£ 2,000.00	£ -	£ 2,000.00	£ -	£ 2,000.00	£ -	£ 1,000.00	-50%	

4178	Transfer from Reserves	£ 1,000.00		£ -	£ -		£ -	£ -		
	Total Income	£ 1,000.00	£ -	£ -	£ -	£ -	£ -	£ -		
	305 Carnival									
4312	Newmarket Carnival	£ 5,000.00	£ 5,500.00	£ 5,000.00	£ 5,000.00	£ 10,000.00	£ -	£ 10,000.00	0%	taking back the running of Carnival
	OverHead Expenditure	£ 5,000.00	£ 5,500.00	£ 5,000.00	£ 5,000.00	£ 10,000.00	£ -	£ 10,000.00	0%	
1026	Carnival income	£ 350.00	£ -	£ -	£ -	£ -	£ -	£ 1,000.00		
1039	Carnival Contribution Income	£ 1,500.00	£ -	£ -	£ -	£ -	£ -	£ -		
1040	Income - Carnival Fundraisers	£ 405.00	£ 500.00	£ -	£ -	£ -	£ -	£ -		
	Total Income	£ 2,255.00	£ 500.00	£ -	£ -	£ -	£ -	£ 1,000.00		
	306 Memorial Gardens									
4012	Water Rates	£ 600.00	£ 194.00	£ 608.00	£ 808.00	£ 200.00	£ -	£ 200.00	0%	
4014	Electricity	£ 100.00	£ 168.00	£ 105.00	£ -	£ 105.00	£ -	£ 105.00	0%	
4037	R&M - Grounds	£ 10,000.00	£ 14,904.00	£ 2,000.00	£ 2,940.00	£ 12,000.00	£ 86.00	£ 7,000.00	-42%	
4041	R&M - play-equipment	£ 202.00	£ 202.00	£ 2,000.00	£ 102.00	£ 2,000.00	£ -	£ 10,000.00	400%	Budget to save into EMR for future new play area equipment
4042	Annual Event Fund	£ 2,500.00	£ -	£ -	£ -	£ -	£ -	£ -		
4046	Opening/Closing Costs	£ 4,000.00	£ 2,430.00	£ 5,300.00	£ 3,670.00	£ 4,500.00	£ 270.00	£ 4,500.00	0%	
4069	Mem Garden Master Plan	£ 44,623.00	£ 495,994.00	£ 30,000.00	£ 18,230.00	£ -	£ 4,410.00	£ -		
4112	Water Feature	£ 2,675.00	£ 2,675.00	£ 2,000.00	£ 1,797.00	£ 2,000.00	£ -	£ 6,000.00	200%	Budget to save into EMR for future new replacement of water feature equipment
4080	PWLB Loan Changes (CAP + M)	£ -	£ 9,445.00	£ -	£ -	£ -	£ -	£ -		
4142	Memorial Garden Kiosk	£ 1,000.00	£ 259.00	£ 1,000.00	£ 171.00	£ 1,000.00	£ 676.00	£ 1,000.00	0%	
4995	Budgeted Reserve Amount	£ -	£ -	£ -	£ -	£ 1,000.00	£ -	£ 1,000.00	0%	
	OverHead Expenditure	£ 65,700.00	£ 525,883.00	£ 43,013.00	£ 26,102.00	£ 22,805.00	£ 5,442.00	£ 29,805.00	31%	
1004	Kiosk Income	£ 1,200.00	£ 600.00	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ -	£ 1,200.00	0%	kiosk rental to be confirmed
1005	Misc Income	£ -	£ 7,328.00	£ -	£ -	£ -	£ -	£ -		
1100	Grants Received	£ -	£ 35,000.00	£ -	£ -	£ -	£ -	£ -		
1101	Donations Received	£ -	£ 21,395.00	£ -	£ 1,010.00	£ -	£ -	£ -		
1181	Grant Received WSC	£ -	£ 35,000.00	£ -	£ 1,850.00	£ -	£ -	£ -		
1175	Loan Received	£ -	£ 179,937.00	£ -	£ -	£ -	£ -	£ -		
	Total Income	£ 1,200.00	£ 279,260.00	£ 1,200.00	£ 4,060.00	£ 1,200.00	£ -	£ 1,200.00	0%	
	307 Twinning									
4181	Twining Expenses	£ 2,500.00	£ 2,500.00	£ -	£ -	£ 3,500.00	£ 157.00	£ 3,500.00	0%	for both twinning - twinning events unsure
4184	Lexington Link	£ 1,000.00	£ 978.00	£ 3,500.00	£ 2,693.00	£ -	£ -	£ -		
	OverHead Expenditure	£ 3,500.00	£ 3,478.00	£ 3,500.00	£ 2,693.00	£ 3,500.00	£ 157.00	£ 3,500.00	0%	
	310 The Seversals Sports Facilities									
4011	Rates	£ 2,700.00	£ 2,280.00	£ 2,332.00	£ 2,332.00	£ 2,380.00	£ -	£ 2,450.00	3%	
4012	Water Rates	£ 2,000.00	£ 191.00	£ 2,030.00	£ 485.00	£ 1,000.00	£ 634.00	£ 1,300.00	30%	re-align after previous under-budgeting
4014	Electricity	£ 1,400.00	£ 1,129.00	£ 1,421.00	£ 726.00	£ 1,000.00	£ 298.00	£ 1,000.00	0%	
4015	Gas	£ 1,000.00	£ 1,903.00	£ 1,515.00	£ 1,419.00	£ 1,200.00	£ 193.00	£ 1,200.00	0%	
4016	Cleaning	£ -	£ -	£ -	£ 303.00	£ 1,500.00	£ -	£ 1,500.00	0%	
4017	Fire Precautions	£ 150.00	£ 68.00	£ 152.00	£ 71.00	£ 152.00	£ 224.00	£ 250.00	64%	re-align after previous under-budgeting
4036	R&M - Buildings	£ 1,000.00	£ 1,918.00	£ 550.00	£ 1,538.00	£ 1,000.00	£ 800.00	£ 1,500.00	50%	allowing for further safety works
4037	R&M - Grounds	£ -	£ -	£ 550.00	£ -	£ 600.00	£ -	£ 600.00	0%	
4038	Furniture/Fixtures/Fittings	£ 1,000.00	£ 503.00	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	0%	
4040	Trade Refuse Collections	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	0%	
4044	Public Toilet Cleansing	£ -	£ 443.00	£ -	£ -	£ 100.00	£ -	£ 100.00	0%	
4200	Capital Expenditure	£ 2,500.00	£ -	£ -	£ -	£ -	£ -	£ -		
4995	Budgeted Reserve Amount	£ -	£ -	£ -	£ -	£ 500.00	£ -	£ 500.00	0%	
	OverHead Expenditure	£ 11,950.00	£ 8,053.00	£ 9,750.00	£ 6,874.00	£ 10,632.00	£ 2,149.00	£ 11,600.00	9%	
1002	Sports Hire Income	£ 8,000.00	£ 5,759.00	£ 8,120.00	£ 14,378.00	£ 8,000.00	£ 243.00	£ 5,000.00	-38%	
1016	Refreshments Income	£ -	£ 622.00	£ -	£ 602.00	£ 150.00	£ -	£ -	-100%	
	Total Income	£ 8,000.00	£ 6,381.00	£ 8,120.00	£ 14,980.00	£ 8,150.00	£ 243.00	£ 5,000.00	-39%	

	Expenditure	£ 208,850.00	£ 663,771.00	£ 207,454.00	£ 208,211.00	£ 210,520.00	£ 65,639.00	£ 226,199.00	7%	
	Income	£ 55,055.00	£ 306,925.00	£ 56,990.00	£ 66,336.00	£ 34,900.00	£ 3,628.00	£ 27,700.00	-21%	
	Net Expenditure	£ 153,795.00	£ 356,846.00	£ 150,464.00	£ 141,875.00	£ 175,620.00	£ 62,011.00	£ 198,499.00	13%	£22,879.00 increase from previous year's committee budget

Suffolk Gate Automation

Item 8a

Rudland House
Heath Road
Woolpit
Bury St Edmunds
Suffolk
IP30 9RL

(t) 01359 242532

(e) enquiries@suffolkgateautomation.co.uk
(w) www.suffolkgateautomation.co.uk

Ref: SGA/Q/4140
05/10/2020

Newmarket Council
Newmarket

Job description

Automate Cemetery gates

Quotation

1. Automation	Cost (Ex. VAT)
To supply and fit Solar powered electric gate system 2 underground operators 2 pairs of photocells 3 safe edges and controllers to comply with health and safety	£4687.00
Control system fob system with keypad on a post car height (20 fobs)	£634.00
Free exit loop for cars	£432.00

N.B. All prices quoted are subject to the addition of V.A.T. @ 20%

Yours sincerely,



Malcolm Bloomfield



Ms C Whitaker
Newmarket Town Council
King Edward VII Memorial Hall
High Street
Newmarket
CB8 8JP

Ref: 15284

06.10.2020

Re: Cemetery Gates

Dear Ms Whitaker

Further to your recent enquiry, we have pleasure in submitting the following quotation for works at the above premises.

To carry out removal of the existing gates, return to the workshop to shot blast and respray in black. Remove hinges from existing post and leave in situ.
Install new square posts set inside brick piers with adjustable wrap around safety hinges.

This can be completed for the sum of £2,660.00

To carry out installation of automation equipment to the double leaf entrance gates as follows:

- 2 No Eli Subterranean Electromechanical gate operators.
- 1 No Electronic control unit complete with weather resistant polycarbonate enclosure.
- 1 No Infra red safety beam mounted 500mm high between the gate piers with integral flashing lights.
- 1 No Infra red safety beam mounted on 500 mm high posts on the inside of the gates with integral flashing lights.
- 1 No Voice Off verbal warning unit to announce the gates are going to operate.
- 1 No Time clock to hold one leaf open during the day allowing pedestrian access.
- 1 No VD909 Vehicle detection sensor buried in the road surface to provide free exit control.
- 1 No Volvo Cloud based access control unit.
- 1 No Paxton heavy duty proximity fob reader
- 1 No Paxton desk top proximity fob reader
- 1 No System power supply unit.
- 1 No Steel equipment enclosure.

The Volvo system is a Cloud based controller which would allow the second leaf to be opened providing vehicle access. Using a web browser key fobs can be added and managed via the internet.

This can be completed for £6,034.00



Securing Our Customers for over 25 Years

Tel: 01638 781799 • Email: sales@aztekservices.co.uk • Web: www.aztekservices.co.uk • Fax: 01638 781768



Aztek Services Limited, Unit 8 Hall Barn Ind Est, Isleham, Cambs, CB7 5RJ
Registered in England & Wales No. 03512815 • Vat No. 7924599 75

Directors: A. Cockerton, L. Cockerton MAAT, D. Cockerton B Sc(Hons), M.Sc, S. Cockerton.



Intruder Alarms : Closed Circuit TV : Gate Automation : Access Control : Fire Alarms : Traffic Barriers

This can be completed for £6,034.00

Paxton proximity Key-fobs £35.00 per 10

Volo hosting and airtime licence payable in advance £299.00 per year.

Works not allowed for within our quotation:

Installation of a single phase mains supply to one side of the gate.

Installation of a cable duct across the road.

This quotation is based upon the cost of materials and labour at the date of tendering and remains a fixed price for the period of one month from submission.

All prices shown are exclusive of Value Added Tax which would be charged at the appropriate rate on the date of invoicing.

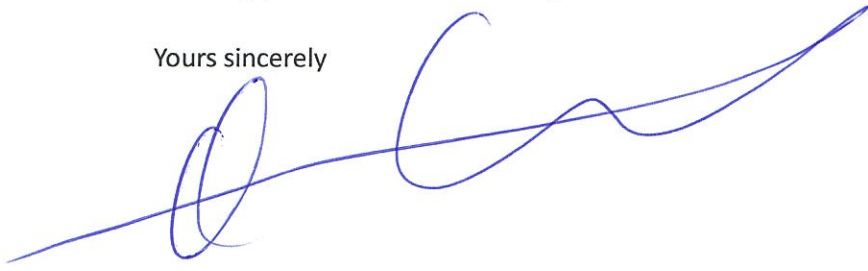
OUR PRICE PROMISE

We will always endeavour to match any equivalent quotation with the same standard of installation and equipment

We trust the above meets with your approval and hope to be of further service with this project.

Assuring you of our best attention, we remain

Yours sincerely

A handwritten signature in blue ink, appearing to be 'Alan Cockerton', written over a horizontal line.

A C Cockerton

For and on behalf of

AZTEK Services Limited

Email: alan@aztekservices.co.uk



Newmarket

TOWN COUNCIL

Newmarket Venues – Hire Centre 1st April 2021 – 31st March 2022

Events

Rooms & Services	Events Price List *
Memorial Hall - Monday to Friday -Full day (8h)	£300.00
Memorial Hall – Monday to Friday – Half day (5h)	£250.00
Memorial Hall – Saturday & Sunday -Full day (8h)	£350.00
Memorial Hall – Saturday & Sunday – Half day (5h)	£300.00
Sports Pavilion - Monday to Friday- Full day (8h)	£250.00
Sports Pavilion – Monday to Friday – Half day (5h)	£200.00
Sports Pavilion – Saturday & Sunday – Full day (8h)	£300.00
Sport Pavilion- Saturday & Sunday – Half day (5h)	£250.00
Memorial Hall – Use of kitchen for events	£50.00
Memorial Hall –Use of Bar (Licence required)	£50.00
Several Sport Pavilion – Use of Kitchen	£25.00
Memorial Hall- *NTC furniture set up	£30.00
Memorial Hall *NTC furniture removal	£30.00
Sports Pavilion- *NTC furniture set up	£20.00
Sports Pavilion- *NTC furniture removal	£20.00
Client furniture set up & removal	Free of charge
Chair Covers with bows– Client set up & removal	£1.20 per chair
Chair covers with bows – *NTC set up & removal	£1.90 per chair
Square Table cloths - Client set up & removal	£5.00 per table
Square Table cloths – *NTC set up & removal	£5.20 per table
Round Table cloths - Client set up & removal	£15.00 per table
Round Table cloths – *NTC set up & removal	£15.20 per table

VAT Included

** presuming pricing remains at 2020/2021 levels*

*NTC: Newmarket Town Council



Newmarket

TOWN COUNCIL

Newmarket Venues – Hire Centre 1st April 2021 – 1st April 2022 Meetings & Conferences

Room & Services	Meetings & Conferences Price List *
Memorial Hall - Monday to Friday -Full day (8h)	£300.00
Memorial Hall – Monday to Friday – Half day (5h)	£250.00
Memorial Hall – Saturday & Sunday -Full day (8h)	£350.00
Memorial Hall – Saturday & Sunday – Half day (5h)	£300.00
Council Chamber - Full day (8h)	£200.00
Council Chamber – Half day (5h)	£150.00
Sir Ernest Cassel- Full day (8h)	£150.00
Sir Ernest Cassel – Half day (5h)	£100.00
Sports Pavilion - Monday to Friday- Full day (8h)	£250.00
Sports Pavilion – Monday to Friday – Half day (5h)	£200.00
Sports Pavilion – Saturday & Sunday – Full day (8h)	£300.00
Sport Pavilion- Saturday & Sunday – Half day (5h)	£250.00
Projector and Screen hire	£12.00
Memorial Hall PA system	£12.00
Flipchart	£6.00
Coffee/Tea with biscuits- per person per serving	£2.75
*NTC Conference/ Meeting furniture set up	£20.00
*NTC Conference/Meeting furniture removal	£20.00
Client set up & removal	Free of charge
Memorial Hall – Use of kitchen	£25.00
Sport Pavilion – Use of kitchen	£20.00

Catering options available

VAT included

** presuming pricing remains at 2020/2021 levels*

*NTC: Newmarket Town Council

Hourly charges may apply – subject to availability



Newmarket

TOWN COUNCIL

Newmarket Venues – Hire Centre 1st April 2021 – 1st April 2022

Meetings & Conferences – Hourly Charges & Overtime

Room	Hourly Charges & Overtime Price List *
The King Edward VII Memorial Hall - Monday to Friday	£42.00 per hour
The King Edward VII Memorial Hall - Saturday to Sunday	£48.00 per hour
Council Chamber	£30.00 per hour
Sir Ernest Cassel	£24.00 per hour
Sports Pavilion - Monday to Friday	£36.00 per hour
Sports Pavilion - Saturday to Sunday	£42.00 per hour

VAT Included

** presuming pricing remains at 2020/2021 levels*

TERMS & CONDITIONS FOR EVENTS

1. Definitions

For the purpose of these standard conditions the following definitions will apply.

- 1.1** The "Management" means Newmarket Town council, King Edward II Memorial Hall, High Street, Newmarket, CB8 8JP and shall deem to include the duly authorised officer and employees thereof.
- 1.2** "The facility or facilities" means the *Memorial hall, Sir Ernest Cassel, Council Chambers, the Severals Sports Pavilion*, including any fixtures or fittings and if appropriate equipment belonging to the Management.
- 1.3** The expression "users" means any person using the facilities including visitors, spectators and delegate.
- 1.4** The expression "hirer" means any person, who must be over the age of 18 years, who is responsible for the hiring of facilities on behalf of any individual, group, company or organisation.
- 1.5** "Hire Agreement" means the accepted proposal agreement between Management and the Hirer for a specific booking or a series of bookings
- 1.6** "Hire Period" is the period specified as such in the Hire Agreement.

2. Booking and Hire



2.1 The Memorial Hall, Sir Ernest Cassel and Council Chamber are available for hires as follows:

Monday to Thursday	09:00am to 11:00pm
Friday to Saturday	09:00am to 01:00am
Sunday	09:00 am to 11:30pm

Periods of hire after midnight shall be subject to the discretion of the "Management" and will incur a double charge for each hour.

2.2 The Severals Sports Pavilion is only available for hire from 09:00am until 09:00pm Monday – Sunday. Please note that the playing field is not available for use, until after 13:00, on a daily basis.

2.3 All times booked must include "set up" and "break down" time. In the case of a "user" or "hirer" hires the "facilities" for the purpose of a meeting, should the booking time run beyond the time noted on the booking form, the additional time used will be charged to the customer. The "Management" would therefore strongly recommend that "users" or "hirers" allow enough time on their booking to avoid any additional charges.

2.4 All bookings will be accepted on a "first come-first served" basis –subject to availability.

2.5 All bookings must be made, in writing, using the Hire Agreement form. The Agreement must be signed by the Hirer.

2.6 The "Management" reserves the right to refuse any booking that they feel are inappropriate.

- a) Contravention of fire or health & safety regulation may reasonable by anticipated
- b) Misbehaviour has occurred at a previous meeting on the "facilities" organised by the "hirer"
- c) The Hirer persistently breaches Town council's room hire terms & conditions
- d) Violence or the encouragement of violence at the meeting may reasonable be anticipated

2.7 It is the Hirer's responsibility to ensure the Facility (ies) are suitable for the Hire's intended use. Any booking requirements that may affect suitability for the Hirer should be discussed with the Management before confirming the booking.

2.8 The Hirer must ensure that any extra numbers do not exceed the maximum numbers for the room requested for health and safety reasons.

TERMS & CONDITIONS FOR EVENTS

Provisional bookings:

2.9 Booking are regarded as provision when the Management is in receipt of a completed booking form and booking can generally be held for up to two (2) week until we receive the signed booking form from the Hirer.

2.10 If other enquiries are received for the same date, Management may contact the Hirer earlier for confirmation prior to making a decision.

2.11 Bookings not confirmed within ten (10) working days may be released.

Management reserve the right to release the reservation if the booking form is not received.

Confirmed Bookings:

2.12 Once the Booking form is signed, all provisions reserved on behalf of the Hirer will be confirmed subject to the contract and the Hirer providing a purchase order number.

2.13 Payments of applicable deposits is required within seven (7) working days of receipt of the invoice to secure the facility.

2.14 Final facility set up, equipment and catering requirements, including final numbers are to be supplies by Hirer at least ten (10) working days prior to the Hire period commencement.

2.15 When confirming a booking, the Hirer acknowledges and agrees to Management's Terms and conditions of Facility hire which form part of the booking procedure.

2.16 Management reserve the right to hire the Facility (ies) to other interested parties if confirmation and payment of any applicable deposits are not received within seven (7) working days of receipt of the invoice.

2.17 All non-UK customers will be required to pay 100% at least 14 days prior to the conference start date.

2.18 Any event or wedding that involves either the selling or serving of alcohol and/or Live Music or food the Hirer shall deposit with the Management a cash deposit in the sum of £200. The security deposit must be received with in seven (7) working days following receipt of the invoice. If the venue is left as found, the deposit will be returned to the customer within three (3) working days after the event. In caste the Facility(ies) are left in an untidy/unclean state or if damage has been caused, then any costs incurred/cleaning hours, shall be charged to the Hirer and shall be directly deducted from the £200 cash deposit. Should the hire period run beyond the hire period noted on the Hire Agreement, the additional time used shall be charged to the customer in an additional invoice, which will be directly deducted from the £200 cash deposit.



3. Payments

3.1 All bookings will be for minimum of two (2) hours with a 20% deposit (non-refundable) being paid within 7 working days of receipt of the invoice. There are no exceptions to this condition. Failure to submit that within the required time period will result in the booking being nil or void.

3.2 Deposit amounts may be amended for existing Hirers who regularly use our Facilities (minimum of 10 per year) – this will be confirmed by Management

3.3 The Hirer agrees and accepts to make payment for balance of the Facility(ies) and the services in the hire period at the price specified. Final invoice will be issued within ten (10) working days prior to the meeting and payments should be made by return.

3.4 If the meeting is taking place within 7 calendar days of booking, the full amount must be paid with the return of the signed Hire Agreement.

3.5 Unless otherwise stated, all prices quoted are exclusive of any applicable value added tax. Please note that VAT at the applicable rate, will be applied to all catering, technical and business services cost incurred.

TERMS & CONDITIONS FOR EVENTS

3.6 Credit cards are not accepted for payment.

3.7 Where invoices remain unpaid for a period exceeding 30 days from date of invoice, this will be termed "overdue"

3.8 Management reserve the right to claim interest on overdue invoices pursuant to "Late Payment of commercial Debts (Interest) Act 1998.

3.9 Management reserve the right to refuse future bookings until invoice(s) are settled and may request full prepayment on all subsequent bookings.

3.10 The law of this agreement is that of England and Wales and the Courts of England and Wales have the exclusive jurisdiction over any dispute arising.

4. Cancellation

4.1 Management reserve the right to increase its Hire charges and service

4.2 Management will take all reasonable steps to fulfil the reservation to the best of its ability and in accordance with the details provided. However, Management reserve the right to provide alternative services of at least, an equivalent standard at no additional cost(s) to the client.

4.3 Notwithstanding anything contained in these terms, Management will not be liable for any failure to perform its obligations to the hirer in whole or part as a result of any of the following circumstances:

- a) Strikes and other industrial actions/disputes
- b) Fire and/or floods at or near the Facility(ies) or Epidemic
- c) Civil or political action or disturbance, disputes or commotion
- d) War or threat of war
- e) Misconduct or negligence of a Hirer or external third party
- f) Military activity, government or regulatory action
- g) Act of God or extreme weather conditions
- h) Legal action against Newmarket Town Council, not resulting its negligence, preventing the supply of service.

4.4 If the Hirer has the cancel or postpone a confirmed meeting or part of the meeting, eg catering or duration of the meeting or the hire of room, cancellation charge may apply in accordance with Section 4.5 to 4.9 below

4.5 Any cancellation of a confirmed booking must be in writing (which can be in an electronic form) from the Hirer and will take affect from the date of receipt by Management between 9:00am to 4:00pm, incurring the following charges as set out in the table below:

Period before Hire date	Room hire cost	Catering services	Equipment hire/ DJ
Between 8-6 weeks before the event	10% of the total booking value	10% of the total booking value	10% of the total booking value
Between 6-4 weeks before the event	30% of the total booking value	30% of the total booking value	30% of the total booking value
Between 4-2 weeks before the event	50% of the total booking value	50% of the total booking value	50% of the total booking value
Between 2-1 week before the event	70% of the total booking value	70% of the total booking value	70% of the total booking value
Less than 1 week before the event	100% of the total booking value	100% of the total booking value	100% of the total booking value

4.6 All cancellations are excluding VAT



TERMS & CONDITIONS FOR EVENTS

4.7 A deposit may be transferred to another date within six (6) months of the original Hire period, subject to availability. Once a deposit has been transferred to another date, no further transfer date will be permitted.

4.8 If Management is able to hire out the available Facility(ies) from a cancelled booking, the cancellation charge(s) will be waived.

4.9 In addition to the cancellation charged due under the Section 4, the Hirer shall reimburse Newmarket Town Council for all expenditure incurred in respect of any cancelled booking including (but not limited to) any costs, charges or penalties as a result of having to make consequential cancellations of its own arrangements with third parties in relation to the confirmed booking.

4.10 Provisional bookings do not incur any cancellation fees.



5. Use of the Facilities, Premises & Equipment

5.1 The Management uses preferred catering suppliers, but the Hirer is permitted to provide own catering and should inform the Management of this arrangement.

5.2 A list of services and technical requirements is attached to the facilities hire list and there are not included in the facilities room hire charge and will be separately itemised on the Hirer's

invoice.

5.3 The Hirer must ensure that the Facility(ies) are safe for the purpose for which they intend to use them and shall be responsible for ensuring all activities performed in the Facility(ies) give reasonable consideration to other users of the premises.

5.4 The Hirer must not sublet the Facility(ies)

5.5 Fire and safety regulations are to be observed – copy accompanying the Hire Agreement. Hires should familiarise themselves with the location of the fire exist and fire appliances.

5.6 Hirer is responsible for ensuring that all doorways, corridors, exists, emergency exits and entrances are kept unobstructed at all time.

5.7 Registration tables outside the Facility(ies) to be agreed with Management before the Hire period to ensure health and safety regulations are complied with.

5.8 The Management operate a "No smoking policy" within all Facilities.

5.9 No explosive, flammable liquids or gas containers shall be brought into the facilities and the use of naked flames and candles, in any part of the facilities is strictly prohibited.

5.10 The Hirer agrees to comply with the requirements of the Electrical Equipment (Safety) Regulation 1994. If the Hirer is operating any portable electrical appliances it must have a current and valid electrical safety test label or certificate.

5.11 If any person invited or permitted access to the Facilities by the Hirer is a wheelchair user or is mobility challenged, the Hirer shall request a copy of "Personal Emergency Evacuation plan (PEEP) form. This must be completed and returned to Management along with the hire agreement form.

5.12 The caretaker will unlock the Facility(ies) 5 minutes prior to the start of the hire period unless any other

5.13 The Hirer is responsible for ensuring that all Users of the Facility(ies) comply with any rules and regulations specified by the Management whether they be verbal or in writing. This is to include any instructions issued by the caretaker.

5.14 Children must be supervised at all times and boisterous behaviour should be discouraged to avoid injury and any damage to the Facility(ies)

TERMS & CONDITIONS FOR EVENTS

Damage

5.14 The Hirer shall be liable for any loss or damage to the Management's properties including walls, light fittings and equipment (including items hired for their use) or injury to any person including Town council staff during the Hire Period.

5.15 The cost of making good any damage done to the Facility(ies) or equipment will be invoiced to the Hirer

5.16 The Management accepts no liability of any loss, theft or damage, howsoever or by whomsoever caused, of or to any goods or property whatsoever of the Hirer in or upon the Facility(ies).

Insurance

5.17 The Hirer agrees to accept full responsibility for and to indemnify Management against all claims in respect of any accident, loss or damage (including personal injuries) in any hired part of the Facility(ies). Use of the Facility(ies) is permitted entirely at the users own risk and users must satisfy themselves that they have taken all reasonable precautions.

5.18 The Hirer, at their own cost, shall obtain and maintain, in full force during the Hire Agreement, Public Liability Insurance, Third Party Liability Insurance and Health&Safety risk assessments.

Alcohol

5.19 The Facility(ies) do not have their own Premises License. The Hirer is responsible for ensuring that alcohol is not served or sold to those under 18, and that all necessary licences and notifications are in place under the Licensing Act 2003 Temporary Event Notice should a pay bar required, copy of which is to be supplied to the Management ten (10) days before the event. The Event Manager must display the original TENS Licence in the bar area prior to the function taking place.

5.20 Hirer wishing to trade on the Management's Licence is required to use the Town council recommended Bar services. It is prohibited to sell alcohol without the necessary licence.

5.21 The alcohol must be served from behind the Licensed bar only.

5.22 Any person showing evidence of excess intoxication may lead to the Hirer being requested to escort that person from the site.

Deliveries

5.23 Only drinks can be delivered to the Facility(ies) in advance and they will remain the responsibility of the Hirer. We cannot be held responsible for the quantity or conditions. Food and other sundries (table plans, names etc) must be delivered and removed on the day of the event within the Hire period. The Hire is only granted access to the Facility(ies) during the Hire period and cannot deliver or collect items outside of this time period.

Security

Security is required for large events involving music or the sale and consumption of alcohol. It is the responsibility of the Hirer to pay for sufficient security personnel.

6. Media, Advertising and Distribution or Sale of Literature or Publication

6.1 The Hirer will obtain prior permission from Management to carry out any of the following activities in the Facility(ies)

- a) Organise or carry out any TV or Radio recording, broadcasting or interviews, live video links or any other video/audio recording, photography or external publication or distribution.
- b) Use of Management address as RSVP address for the Hirer's meeting
- c) Use the Management address to distribute advertising or promotional material for



TERMS & CONDITIONS FOR EVENTS

Hirer's meeting

d) Affix bills, posters or banners to any wall or fabric of the Facility(ies)

e) Sale of books or any publications of the Hirer on the Facility(ies)

6.2 Free distribution of literature or literature or publications of the Hirer must be conducted in the hired part of the Facility(ies) only.

6.3 The Hirer is responsible for obtaining any performing rights or copyrights licences or other permissions necessary for the activities allowed to be conducted on the Facility(ies) during the Hire period.

6.4 A copy of any necessary licences(s) or permission(s) must be provided to Management

6.5 The hire of the Facility(ies) does NOT with it any implicit or implied endorsement from Management and the Hirer is not permitted to make any claim for endorsement.

7. Cleaning Guidelines



7.1 Facility(ies) must be left clean, with furniture set up as it was found. The Hirer can request that the Management to set up to their requirements and tidied up following the hirer period, at a standard charge.

7.2 The Hirer serving beverages and refreshments are responsible for all clean-up and other food arrangements.

7.3 No access to the Facility(ies) for Hirer or supplier on the day following the event. Suppliers must have agreed their collections in advance as we cannot accept responsibility for any items left.

7.4 The Hirer is required to dispose of all waste in the bins provided.

7.5 The Town council may assess cleaning charges if the Facilities are not left in a clean and tidy condition

Facilities	Cleaning penalties
Several Sports Pavilion	£130.00 plus VAT
Several Sports Pavilion Kitchen	£50.00 plus VAT
Several Sports Pavilion gardens	£250.00 plus VAT
Memorial Hall	£180.00 plus VAT
Memorial Hall gardens	£200.00 plus VAT
Memorial Hall kitchen	£50.00 plus VAT
Sir Ernest Cassel	£100.00 plus VAT
Sir Ernest Cassel Kitchen	£50.00 plus VAT
Council Chamber	£130.00 plus VAT
Council Chamber Kitchen	£50.00 plus VAT



Newmarket
TOWN COUNCIL

8. Miscellaneous

8.1 The terms of your agreement are confidential. Neither of us may disclose them without the others consent unless required to do so by an officer of the law or an official authority. This obligation continues after your agreement ends.

8.2 It is Newmarket Town Council's Policy that all staff, working in front line Leisure Services, receives an enhanced Criminal Records Bureau (DBS) check. This policy is designed to safeguard children and vulnerable adults. It is strongly recommended that all Hirers use only approved coaches or volunteer help where the activities involve working with vulnerable groups.

8.3 There is no parking available on site. Vehicles must be parked at a designated car park and under no circumstances are they to be parked on the grass area. (details of public car parks are available on request)

TERMS & CONDITIONS FOR EVENTS

8.4 Any person contravening any part of these Standard Conditions may be required to forfeit their booking or hire and, if required, shall immediately leave the Facility(ies), and may refused future access or use.

8.5 The Hirer is required to ensure compliance with the Food Safety Act 1990 and any subsequent legislation in respect of food preparation and storage.

8.6 It is the Hire responsibility to inform the Management for any food allergies or dietary requirement.

8.7 Paper confetti or party poppers are not allowed on the Facility(ies) or in the grounds

8.8 The use of barbeques is not permitted without the prior written consent of the Management.

8.8 Nothing may be fixed to the walls, woodwork or furniture using pins, nails, glue or tape.

TERMS & CONDITIONS FOR CONFERENCES & MEETINGS

1. Definitions

For the purpose of these standard conditions the following definitions will apply.

- 1.1** The "Management" means Newmarket Town council, King Edward II Memorial Hall, High Street, Newmarket, CB8 8JP and shall deem to include the duly authorised officer and employees thereof.
- 1.2** "The facility or facilities" means the *Memorial hall, Sir Ernest Cassel, Council Chambers, the Severals Sports Pavilion*, including any fixtures or fittings and if appropriate equipment belonging to the Management.
- 1.3** The expression "users" means any person using the facilities including visitors, spectators and delegate.
- 1.4** The expression "hirer" means any person, who must be over the age of 18 years, who is responsible for the hiring of facilities on behalf of any individual, group, company or organisation.
- 1.5** "Hire Agreement" means the accepted proposal agreement between Management and the Hirer for a specific booking or a series of bookings
- 1.6** "Hire Period" is the period specified as such in the Hire Agreement.

2. Booking and Hire



2.1 The Memorial Hall, Sir Ernest Cassel and Council Chamber are available for hires as follows:

Monday to Thursday	09:00am to 11:00pm
Friday to Saturday	09:00am to 01:00am
Sunday	09:00 am to 11:30pm

Periods of hire after midnight shall be subject to the discretion of the "Management" and will incur a double charge for each hour.

2.2 The Severals Sports Pavilion is only available for hire from 09:00am until 09:00pm Monday – Sunday. Please note that the playing field is not available for use, until after 13:00, on a daily basis.

2.3 All times booked must include "set up" and "break down" time. In the case of a "user" or "hirer" hires the "facilities" for the purpose of a meeting, should the booking time run beyond the time noted on the booking form, the additional time used will be charged to the customer. The "Management" would therefore strongly recommend that "users" or "hirers" allow enough time on their booking to avoid any additional charges.

2.4 All bookings will be accepted on a "first come-first served" basis –subject to availability.

2.5 All bookings must be made, in writing, using the Hire Agreement form. The Agreement must be signed by the Hirer.

2.6 The "Management" reserves the right to refuse any booking that they feel are inappropriate.

- a) Contravention of fire or health & safety regulation may reasonable by anticipated
- b) Misbehaviour has occurred at a previous meeting on the "facilities" organised by the "hirer"
- c) The Hirer persistently breaches Town council's room hire terms & conditions
- d) Violence or the encouragement of violence at the meeting may reasonable be anticipated

2.7 It is the Hirer's responsibility to ensure the Facility (ies) are suitable for the Hire's intended use. Any booking requirements that may affect suitability for the Hirer should be discussed with the Management before confirming the booking.

2.8 The Hirer must ensure that any extra numbers do not exceed the maximum numbers for the room requested for health and safety reasons.

Provisional bookings:

TERMS & CONDITIONS FOR CONFERENCES & MEETINGS

2.9 Booking are regarded as provision when the Management is in receipt of a completed booking form and booking can generally be held for up to two (2) week until we receive the signed booking form from the Hirer.

2.10 If other enquiries are received for the same date, Management may contact the Hirer earlier for confirmation prior to making a decision .

2.11 Bookings not confirmed within ten (10) working days may be released. Management reserve the right to release the reservation if the booking form is not received.

Confirmed Bookings:

2.12 Once the Booking form is signed, all provisions reserved on behalf of the Hirer will be confirmed subject to the contract and the Hirer providing a purchase order number.

2.13 Payments of applicable deposits is required within seven (7) working days of receipt of the invoice to secure the facility.

2.14 Final facility set up, equipment and catering requirements, including final numbers are to be supplies by Hirer at least four (4) working days prior to the Hire period commencement.

2.15 When confirming a booking, the Hirer acknowledges and agrees to Management's Terms and conditions of Facility hire which form part of the booking procedure.

2.16 Management reserve the right to hire the Facility (ies) to other interested parties if confirmation and payment of any applicable deposits are not received within seven (7) working days of receipt of the invoice.

2.17 All non-UK customers will be required to pay 100% at least 14 days prior to the conference start date.



3. Payments

3.1 All bookings will be for minimum of two (2) hours with a 20% deposit (non-refundable) being paid within 7 working days of receipt of the invoice. There is no exceptions to this condition.

Failure to submit that within the required time period will result in the booking being nil or void.

3.2 Deposit amounts may be amended for existing Hirers who regularly use our Facilities (minimum of 10 per year) – this will be confirmed by Management

3.3 The Hirer agrees and accepts to make payment for balance of the Facility (ies) and the services in the hire period at the price specified. Final invoice will be issued within ten (10) working days prior to the meeting and payments should be made by return.

3.4 If the meeting is taking place within 7 calendar days of booking, the full amount must be paid with the return of the signed Hire Agreement.

3.5 Unless otherwise stated, all prices quoted are exclusive of any applicable value added tax. Please note that VAT at the applicable rate, will be applied to all catering, technical and business services cost incurred.

3.6 Credit cards are not accepted for payment.

3.8 Management reserve the right to claim interest on overdue invoices pursuant to "Late Payment of commercial Debts (Interest) Act 1998.

3.9 Management reserve the right to refuse future bookings until invoice(s) are settled and may request full prepayment on all subsequent bookings.

3.10 The law of this agreement is that of England and Wales and the Courts of England and Wales have the exclusive jurisdiction over any dispute arising.

4. Cancellation

4.1 Management reserve the right to increase its Hire charges and service



TERMS & CONDITIONS FOR CONFERENCES & MEETINGS

4.2 Management will take all reasonable steps to fulfil the reservation to the best of its ability and in accordance with the details provided. However, Management reserve the right to provide alternative services of at least, an equivalent standard at no additional cost(s) to the client.

4.3 Notwithstanding anything contained in these terms, Management will not be liable for any failure to perform its obligations to the hirer in whole or part as a result of any of the following circumstances:

- a) Strikes and other industrial actions/disputes.
- b) Fire and/or floods at or near the Facility(ies) or Epidemic.
- c) Civil or political action or disturbance, disputes or commotion.
- d) War or threat of war.
- e) Misconduct or negligence of a Hirer or external third party.
- f) Military activity, government or regulatory action.
- g) Act of God or extreme weather conditions h) Legal action against Newmarket Town Council, not resulting its negligence, preventing the supply of service.

4.4 If the Hirer has the cancel or postpone a confirmed meeting or part of the meeting, eg catering or duration of the meeting or the hire of room, cancellation charge may apply in accordance with Section 4.5 to 4.9 below

4.5 Any cancellation of a confirmed booking must be in writing (which can be in an electronic form) from the Hirer and will take affect from the date of receipt by Management between 9:00 to 16:00, incurring the following charges as set out in the table below:

Period before Hire date	Room hire cost	Catering services	Equipment hire (in house)
Within 120 working days	NIL	NIL	NIL
Within 60 working days	NIL	NIL	NIL
Within 20 working days	25%	25%	25%
Within 10 working days	75%	75%	75%
Within 5 working days	100%	100%	100%

4.6 All cancellations are excluding VAT

4.7 A deposit may be transferred to another date within six (6) months of the original Hire period, subject to availability. Once a deposit has been transferred to another date, no further transfer date will be permitted.

4.8 If Management is able to hire out the available Facility(ies) from a cancelled booking, the cancellation charge(s) will be waived.

4.9 In addition to the cancellation charged due under the Section 4, the Hirer shall reimburse Newmarket Town Council for all expenditure incurred in respect of any cancelled booking including (but not limited to) any costs, charges or penalties as a result of having to make consequential cancellations of its own arrangements with third parties in relation to the confirmed booking.

4.10 Provisional bookings do not incur any cancellation fees.

5. Use of the Facilities, Premises & Equipment

5.1 The Management uses preferred catering suppliers, but the Hirer is permitted to provide own catering and should inform the Management of this arrangement.



TERMS & CONDITIONS FOR CONFERENCES & MEETINGS

5.2 A list of services and technical requirements is attached to the facilities hire list and there are not included in the facilities room hire charge and will be separately itemised on the Hirer's invoice.

5.3 The Hirer must ensure that the Facility(ies) are safe for the purpose for which they intend to use them and shall be responsible for ensuring all activities performed in the Facility(ies) give reasonable consideration to other users of the premises.

5.4 Fire and safety regulations are to be observed – copy accompanying the Hire Agreement. Hires should familiarise themselves with the location of the fire exist and fire appliances.

5.5 Hirer is responsible for ensuring that all doorways, corridors, exists, emergency exits and entrances are kept unobstructed at all time.

5.6 Registration tables outside the Facility(ies) to be agreed with Management before the Hire period to ensure health and safety regulations are complied with.

5.7 The Management operate a "No smoking policy" within all Facilities.

5.8 No explosive, flammable liquids or gas containers shall be brought into the facilities and the use of naked flames and candles, in any part of the facilities is strictly prohibited.

5.10 The Hirer agrees to comply with the requirements of the Electrical Equipment (Safety) Regulation 1994. If the Hirer is operating any portable electrical appliances it must have a current and valid electrical safety test label or certificate.

5.9 If any person invited or permitted access to the Facilities by the Hirer is a wheelchair user or is mobility challenged, the Hirer shall request a copy of "Personal Emergency Evacuation plan (PEEP) form. This must be completed and returned to Management along with the hire agreement form.

5.10 The caretaker will unlock the Facility(ies) 5 minutes prior to the start of the hire period unless any other

5.11 The Hirer is responsible for ensuring that all Users of the Facility(ies) comply with any rules and regulations specified by the Management whether they be verbal or in writing. This is to include any instructions issued by the caretaker.

Damage

5.12 The Hirer shall be liable for any loss or damage to the Management's properties including walls, light fittings and equipment (including items hired for their use) or injury to any person including Town council staff during the Hire Period.

5.13 The cost of making good any damage done to the Facility(ies) or equipment will be invoiced to the Hirer

5.14 The Management accepts no liability of any loss, theft or damage, howsoever or by whomsoever caused, of or to any goods or property whatsoever of the Hirer in or upon the Facility(ies).

Insurance

5.15 The Hirer agrees to accept full responsibility for and to indemnify Management against all claims in respect of any accident, loss or damage (including personal injuries) in any hired part of the Facility(ies). Use of the Facility(ies) is permitted entirely at the users own risk and users must satisfy themselves that they have taken all reasonable precautions.

5.16 The Hirer, at their own cost, shall obtain and maintain, in full force during the Hire Agreement, Public Liability Insurance, Third Party Liability Insurance and Health&Safety risk assessments.

6. Media, Advertising and Distribution or Sale of Literature or Publication

6.1 The Hirer will obtain prior permission form Management to carry out any of the following activities in the Facility(ies)

a) Organise or carry out any TV or Radio recoding, broadcasting



TERMS & CONDITIONS FOR CONFERENCES & MEETINGS

or interviews, live video links or any other video/audio recording, photography or external publication or distribution.

- b) Use of Management address as RSVP address for the Hirer's meeting
- c) Use the Management address to distribute advertising or promotional material for Hirer's meeting
- d) Affix bills, posters or banners to any wall or fabric of the Facility(ies)
- e) Sale of books or any publications of the Hirer on the Facility(ies)

6.2 Free distribution of literature or literature or publications of the Hirer must be conducted in the hired part of the Facility(ies) only.

6.3 The Hirer is responsible for obtaining any performing rights or copyrights licences or other permissions necessary for the activities allowed to be conducted on the Facility(ies) during the Hire period.

6.4 A copy of any necessary licences(s) or permission(s) must be provided to Management

6.5 The hire of the Facility(ies) does NOT with it any implicit or implied endorsement from Management and the Hirer is not permitted to make any claim for endorsement.

7. Cleaning Guidelines



7.1 Facility(ies) must be left clean, with furniture set up as it was found

7.2 The Hirer serving beverages and refreshments are responsible for all clean-up and other food arrangements.

7.3 The Hirer is required to dispose of all waste in the bins provided.

7.4 The Town council may assess cleaning charges if the Facilities are not left in a clean and tidy condition

Facilities	Cleaning penalties
Several Sports Pavilion	£130.00 plus VAT
Several Sports Pavilion Kitchen	£50.00 plus VAT
Several Sports Pavilion gardens	£250.00 plus VAT
Memorial Hall	£180.00 plus VAT
Memorial Hall gardens	£200.00 plus VAT
Memorial Hall kitchen	£50.00 plus VAT
Sir Ernest Cassel	£100.00 plus VAT
Sir Ernest Cassel Kitchen	£50.00 plus VAT
Council Chamber	£130.00 plus VAT
Council Chamber Kitchen	£50.00 plus VAT

8. Miscellaneous

8.1 The terms of your agreement are confidential. Neither of us may disclose them without the others consent unless required to do so by an officer of the law or an official authority. This obligation continues after your agreement ends.

8.2 It is Newmarket Town Council's Policy that all staff, working in front line Leisure Services, receives an enhanced Criminal Records Bureau (DBS) check. This policy is designed to safeguard children and vulnerable adults. It is strongly recommended that all Hirers use only approved coaches or volunteer help where the activities involve working with vulnerable groups.

8.3 There is no parking available on site. Vehicles must be parked at a designated car park and under no circumstances are they to be parked on the grass area. (details of public car parks are available on request)

8.4 Any person contravening any part of these Standard Conditions may be required to forfeit their booking or hire and, if required, shall immediately leave the Facility(ies), and may refused future access or use.

TERMS & CONDITIONS FOR CONFERENCES & MEETINGS

8.5 The Hirer is required to ensure compliance with the Food Safety Act 1990 and any subsequent legislation in respect of food preparation and storage.

8.6 It is the Hire responsibility to inform the Management for any food allergies or dietary requirement.



QUOTE

Newmarket Town Council
Memorial Hall
High Street
Newmarket
Suffolk
CB8 8JP
UNITED KINGDOM

Date
28 Sep 2020

Expiry
28 Oct 2020

Quote Number
QU-1948

Green Wood Tree Surgery
30 Prickwillow Road
Isleham
Ely
Cambridgeshire
CB7 5RQ

To carry out the following works at Memorial Hall Gardens –

Re-pollard trees tagged 58 to 65.	375.00
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All arisings to be removed to leave a clean and tidy site.

Re-pollard trees tagged 51 to 41.	785.00
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All arisings to be removed to leave a clean and tidy site.

Re-pollard trees tagged the 22 Lime trees along the North-west boundary .	1,090.00
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All arisings to be removed to leave a clean and tidy site.

Please note that this quote has multiple options. The software will automatically total all options adding VAT. If required, the quote may be re-issued showing your chosen option/s.

Here at Green Wood Tree Surgery, we pride ourselves on providing top-quality service, but price matters too. If you can find any of our services cheaper elsewhere, we will do our best to match any other supplier.

As with everything in life, there are a few conditions to our Price Match Promise:

- We can only match identical services, a like for like quote, with a company who is fully insured and uses qualified operatives.
- We would need to see a copy of the quote either via email or post.
- Price match is at our discretion.

As a COVID 19 aware company we are keen to do our bit to help keep everyone safe and reduce the spread. We request that if you, someone in your household, or work site becomes unwell with COVID or COVID like symptoms following our visit that you contact us quickly so we can inform any member of staff that has come in contact with you. We therefore pledge that should one of us fall ill, we will inform everybody that we have had contact with during our normal duties, for the two-week period after any scheduled appointment. Any information given will be treated with the upmost discretion and in line with current GDPR regulations.

Subtotal	2,250.00
TOTAL VAT 20%	450.00
TOTAL GBP	2,700.00

Terms

To arrange for this work to go ahead you need to confirm verbally on 01353 688098, in writing or by e-mail. Once confirmation has been made you have a 7-day cancellation period. By confirming, you also fully agree to our terms and conditions. If you wish to cancel after instructing us to commence work or buy materials, any work undertaken or materials brought will incur a charge.

If the tree/s are within a conservation area, subject to a preservation order or planning conditions then council permission may be required before works can go ahead, we can check with the council to confirm the status of your tree/s. If required, we can apply on your behalf with your permission. We do not charge for this service but It can take 6-12 weeks for permission to be granted.

Our full Terms and Conditions under which all of our work is undertaken (can be viewed at www.greenwoodtreesurgery.co.uk), copies of our Public and Employers Liability Insurance, Method Statements, Risk Assessments and other applicable Certification is available on request. All work will be carried out within health and safety guide lines, and where possible to current Arboricultural standards as defined in BS3998:2010.

If you have any further questions, please do not hesitate to contact the office on 01353 688098 or email info@greenwoodtreesurgery.co.uk



ARBORACRE, ELMS ROAD
RED LODGE, BURY ST EDMUNDS
SUFFOLK IP28 8TD
Tel: (01638) 750186
www.splandscapes.co.uk
info@splandscapes.co.uk

Gemma
Newmarket TC

Our Ref: NT0044

9th October 2020

Dear Gemma,

Ref: Memorial Gardens, Newmarket

Further to our recent inspection of the works you require to be carried out we are pleased to quote as follows:

Quote 1

- 4 x Lime, 6 x Sycamore & 4 x Horse Chestnut – Pollard to previous pollard points and remove epicormic growth
- All arisings to be removed leaving a clean and tidy site

£1,200.00 + VAT @ The prevailing rate

Quote 2

- 6 x Sycamore & 2 x Horse Chestnut – Pollard to previous pollard points and remove epicormic growth
- All arisings to be removed leaving a clean and tidy site

£650.00 + VAT @ The prevailing rate

Quote 3

- 22 x Lime & 3 x Sycamore – Pollard to previous pollard points and remove epicormic growth
- All arisings to be removed leaving a clean and tidy site

£1,975.00 + VAT @ The prevailing rate

Our quote remains valid for 90 days from the above date.

ARBORICULTURE – LANDSCAPING – GROUNDS MAINTENANCE – VEGETATION MANAGEMENT



S P Landscapes & Tree Contractors Ltd is an ISO 9001: 2008 UKAS registered company. We are Arboricultural Association Approved Contractors and as such is fully insured to the sum of £10 million. We employ a team of staff fully qualified to NPTC standards that are suitably experienced to carry out the required tasks. A copy of our ISO certificate, Arboricultural Association approval certificate and insurance is enclosed with this quotation. All staff certificates of competence are available on request.

All tree works are carried out to current arboricultural standards, in accordance with BS3998:2010 Recommendations for Tree Work, where appropriate. Dimensions specified are approximate and, wherever possible, will be to the nearest appropriate pruning point.

S P Landscapes & Tree Contractors Ltd will carry out a check to clarify if trees within this quotation are subject to any tree preservation orders or council conservation areas. If any trees are subject to these constraint's we are happy to apply to the relevant authority at your request. This will be free of charge, subject to acceptance of our quote. If the works are subsequently cancelled, or do not go ahead, then there will be a £50 + VAT charge applied to cover the cost of the application. If you apply for works to be carried out on a protected tree yourself, we will need to see a copy of the permission before any works on site commence.

To help keep our records updated and to avoid any follow up calls, we would be grateful if you could advise us if you wish to accept or decline this quotation by contacting the office on the above number.

Should you choose to accept this quotation our standard payment terms are 30 days from date of invoice. Invoices are payable by bank transfer or cheque, details of which will be on the invoice. 'Notice of Right to Cancel' - the client has 14 days to cancel the contract from acceptance date.

S P Landscapes take your privacy seriously and will only use your personal information to administer the services you have requested from us. You may have your data erased from our systems when we have no legal reason for retaining it.

We look forward to hearing from you.

Yours sincerely

Stephen Rapin
Arb Manager

ARBORICULTURE – LANDSCAPING – GROUNDS MAINTENANCE – VEGETATION MANAGEMENT



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WEST SUFFOLK COUNCIL – MARKET UPDATE

27th October 2020

Current trading information:

- We have 8 permanent traders on the Tuesdays market and 9 on Saturdays. On average we have around 12 – 14 stalls on each market day but this does depend on the weather. (The peak would have been about 10 permanent traders for both markets. We have lost a few on Tuesdays but Saturdays have remained consistent since the move. We always pick up casual traders around this time of year so we should have a reasonably full market from the end of the month)
- Market traders have reported that footfall is down but they have a loyal following and that the customers which they have are spending and enjoy shopping in the open air.
- The fruit and veg and fish stalls are still providing a delivery service which they started during lockdown and has proved successful. Many of the stall holders have adapted their business model and have improved their advertising on social media which we are supporting.

Future Plans:

- Plans to offer a 'Makers' Market' on a Saturday in December. We had two of these planned for Newmarket in June and July which were cancelled. We are looking to hold one on a Saturday in December on the Bill Tutte Memorial area and top end of the High Street, this would enhance our Saturday market and offer a small event for Christmas shopping. We are liaising with the BID.
- Continue to look at options for the barriers and see if we can get a plan which all partners can agree on.
- Going forward the market has an important part to play in the revitalisation of the High Street and we have many enquiries from people which are thinking of or starting new businesses and we want to ensure we are as flexible as we can be to help these new start-ups trade and looking if any changes needed to regulations.
- We would like to explore setting up a Youth Market in partnership with Newmarket Academy. We have done this before in Bury St Edmunds and Newmarket and it worked well.

Liaison with Town Council

- Be helpful to have a meeting to discuss the future plans (and ensure

we link into any event plans the Town Council may have)

*****-W-S-

From: Brenda @sky.com>
Sent: 07 October 2020 16:49
To: @newmarket.gov.uk
Subject: Re: Virtual Town Crying Competition

Hi Christy

We would need a judge to judge:

- 1 Sustained volume and Clarity
- 2 Diction and Inflection
- 3 Best Dressed Crier, Best Dressed Couple, Best dressed Consort
- 4 If we get interest from the Duke and Duchess of Cambridge or any involvement from them they could possibly judge the content of cry. (They have an interest in a charity for the mental health of ex- servicemen so we may get their support as we could ask the criers to get sponsorship to help raise money for the charity) If not I could judge that myself and would provide a prize for that category.

A to the prizes we need one each for:

- 1st
- 2nd
- 3rd

Best dressed Crier
Best dressed Couple
Best dressed Consort

They could be monetary or a trophy to keep as we have trophies that the winners can hold for a year within the Company.

Best Content of Cry (But I will get that or get someone to sponsor it)

If we get interest from the press or businesses in Newmarket then they may be able to help towards the prizes as well as the marketing.

(In Market Deeping the prizes we had were):

- 1st. £100
- 2nd £75
- 3rd £50

Best Dressed Crier £25
Best Dressed Consort £25
Best Dressed Couple £25

This is a total of £300 however if we get sponsors or you give a lesser prize this amount could be less.

I would need your help to promote the event on line and some posters but we could give a prize to the Crier who promotes the event the best and have them do some of the work.

Mental Health Awareness Week is the 13th-20th May. Normally competitions are held on a Saturday so its easier for Criers to attend but as it's a virtual event then whichever day the Council would prefer would be fine. I could talk to the judges and explain what we would expect them to look and listen for either via zoom or other medium but if things have eased by then I could come and talk to them face to face.

Kind Regards

Brenda